

THE PURPOSE OF THE CHILD AND ADULT CARE FOOD PROGRAM

The Indiana Department of Education (IDOE) operates the United States Department of Agriculture (USDA) Child Nutrition Programs (CNP). The Child and Adult Care Food Program (CACFP) provides reimbursement for nonresidential child care institutions to plan, purchase, prepare, and serve nutritious meals and snacks to eligible participants.

ELIGIBILITY REQUIREMENTS

- A Head Start or Even Start Program may participate in CACFP as an independent institution or under the sponsorship of a sponsoring organization.
- A child care center or unlicensed registered ministry may be operated by one of the following types of institutions:
 - Public Entity—a municipal, county, state, or federal government agency
 - Nonprofit Institution—a federally tax-exempt institution, per section 501(c)(3) of the Internal Revenue Code, as determined by the US Department of Treasury, Internal Revenue Service
 - For-Profit Child Care Institution—a child care institution that does not qualify for tax-exempt status under the Internal Revenue Code. The institution must operate a child care center that received subsidized child care payments for at least 25 percent of its licensed capacity or enrollment (whichever is less), or at least 25 percent of its licensed capacity or enrollment (whichever is less) must be eligible for free or reduced price meals. Children who only participate in the At-Risk After-School Meals Program must not be counted in determining the 25 percent calculation.
- A Head Start or Even Start Program must be licensed or license-exempt as determined by the Family and Social Services Administration (FSSA), Bureau of Child Care (BCC)
 - Facilities operated by a public school in a school building are not required to be licensed.

ELIGIBLE AGE RANGE

- Birth through 5 years of age

ELIGIBLE OPERATIONAL TIME

- In conjunction with the Head Start or Even Start Program calendar

MEAL PATTERN REQUIREMENTS

- Meals and snacks served to children age 1 through 5 must meet the requirements set forth in the CACFP Meal Pattern for Children. The chart specifies the required food components and portion sizes.
- Meals and snacks served to infants, children age birth through 11 months, must meet the requirements set forth in the CACFP Infant Meal Pattern. The chart specifies the required food components and portion sizes.

RECORDKEEPING REQUIREMENTS

- Annual CACFP Renewal
- CACFP Annual Enrollment Forms for all participating children
- Master List of Enrolled Children for Head Start or Even Start (NOTE: Applications for Free and Reduced Price Meals are not required for Head Start or Even Start programs. All children are eligible for free reimbursement.)

Head Start, Early Head Start and Even Start Fact Sheet

- Attendance records
- Dated menus listing the food items and serving size for each meal and snack
- Accurate point-of-service meal counts
- Receipts and Invoices
- Bank Statements, cancelled checks and cost allocation plans, as applicable
- Record of annual Civil Rights training
- Record of annual CACFP training
- Food Vendor Contracts, as applicable
- Doctor Statement for medical changes to the meal pattern
- Obligation to Serve Infants in the CACFP form for each enrolled infant, as applicable.

REIMBURSEMENT

- A Head Start or Even Start Program can be reimbursed for **up to three feedings per child per day**. The combination of allowable meals includes two meals (breakfast, lunch, or supper) and one snack OR one meal and two snacks, per child per day
- The amount of reimbursement an institution is eligible for depends on the number of meals served to children.
- A Head Start or Even Start Programs may not profit from CACFP. Institutions must operate a nonprofit food service program, which means that all reimbursement received for food service is restricted and used only for allowable food program costs. Any reimbursement in excess of food program expenses must be used to maintain, expand or improve the institution's nonprofit food service program.
- Meals and snacks may not be sent home with the child. Meals and snacks must be consumed while the child is at the facility.

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Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the [State Information/Hotline Numbers](http://www.fns.usda.gov/snap/contact_info/hotlines.htm) (click the link for a listing of hotline numbers by State); found online at http://www.fns.usda.gov/snap/contact_info/hotlines.htm.

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